CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM

211 Call Center
Tobacco Cessation Referral Projects

Request for Application #20-10282

July 16, 2020

~~August 13, 2020 (Amended Version)~~

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Part I. Funding Opportunity Overview

A. Background and Authorizing Legislation

In November 1988, California voters approved passage of the *Tobacco Tax and Health Protection Act of 1988*, also known as Proposition 99 (Prop 99). This initiative increased the state cigarette tax by 25-cents per pack and added an equivalent amount on other tobacco products. The revenue from Prop 99 was designated for tobacco-related research, health education and promotion, and health care services, and as a result, the California Tobacco Control Program (CTCP) was established in 1989.

In November 2016, California voters overwhelmingly approved the *California Healthcare, Research, and Prevention Tobacco Act of 2016,* Proposition 56 (Prop 56), by a 64 percent to 36 percent vote. Prop 56 added an additional $2.00 tax to each pack of cigarettes and an equivalent tax on other tobacco products, including electronic smoking devices (ESDs) and designated that a portion of the tobacco tax revenue be directed toward preventing and reducing tobacco use. Of the funds directed to the California Department of Public Health (CDPH) for a comprehensive tobacco control program, Prop 56 requires that a minimum of 15 percent of funds be used to accelerate and monitor the rate of decline in tobacco-related disparities with a goal of eliminating tobacco-related disparities.

The enabling legislation for California's comprehensive tobacco control program is provided by the following: Assembly Bill (AB) 75 (Chapter 1331, Statutes of 1989), AB 99 (Chapter 278, Statutes of 1991), AB 816 (Chapter 195, Statutes of 1994), AB 3487 (Chapter 199, Statutes of 1996), Senate Bill (SB) 99 (Chapter 1170, Statutes of 1991), SB 960 (Chapter 1328, Statutes of 1989), SB 493 (Chapter 194, Statutes of 1995); the annual State Budget; Health and Safety (H&S) Code Sections 104350-104480, 104500-104545; and Revenue and Taxation Code Sections 30121-30130.

H&S Code Section 104385 authorizes CDPH/CTCP to fund grants that prevent and reduce tobacco use and that do the following:

- Demonstrate community support for the grant.
- Design the grant to coordinate with other local health programs, school-based programs, or voluntary health organizations.
- Use and enhance existing services.
- Serve a priority population at high risk of starting tobacco use or developing tobacco-related illnesses.
- Demonstrate an understanding of the role community norms have in influencing behavior change regarding tobacco use.
- Indicate innovative or promising approaches that can be replicated by others.

B. Funding Purpose

The purpose of this Request for Application (RFA) is to fund up to fifteen (15) 2-1-1 Community Information and Referral services (211 Call Centers) to proactively identify and refer eligible callers to the California Smokers' Helpline (CSH). This project is designed to increase awareness and use of existing free tobacco cessation services among low income individuals, who disproportionately experience high rates of tobacco use. The long-term goals are to accelerate quitting behaviors and significantly reduce tobacco use. The overall efficacy and cost-effectiveness of funding 211 Call Centers to integrate a process into their existing workflow to proactively identify and refer tobacco users and their proxies to CSH for enrollment in free cessation assistance will be evaluated by CTCP.

Each 211 Tobacco Cessation Referral Project will implement a prescribed Scope of Work (SOW), which includes activities to participate in training and technical assistance provided by CSH, modify Call Center data management systems, integrate the referral process into the Call Center workflow, ensure that a secure electronic referral process is in place, and train Call Center specialists.

CSH will provide training, technical support and answer questions throughout the grant period. Projects will include activities to inform community partners and community members about the project through participation in community events and the distribution of promotional materials. Projects will also participate in evaluation activities conducted by CSH to assess the referral process effectiveness in increasing utilization of cessation services by the target population.

Each 211 Tobacco Cessation Referral Project is to incorporate the following features:

- Identify appropriate staff to be the Project Coordinator and lead the project for the 211 Call Center.
- With CSH training and technical assistance, create business practices to proactively screen callers for tobacco use and exposure.
- Implement any programming modifications to existing data management systems needed to ascertain caller interest in tobacco cessation counseling.
- Adhere to the prescribed SOW and Budget.
- Screen all non-crisis calls for tobacco use/exposure and securely deliver contact information for interested clients directly to CSH for follow up.
- Create reports on the number of referrals and demographics.
- Participate in CSH evaluation activities (satisfaction with training, field-testing of materials, key informant interviews).

C. Funding Restrictions

This RFA will not fund the following:

- Reimbursement of cessation pharmacotherapy;
- Development and/or placement of mass media campaigns (other than non-boosted social media) to support the project;
- Activities that supplant or duplicate existing programs or services funded by CDPH/CTCP or another source;
- Purchase or improvement of land, or building alterations, renovations or construction;
- Fundraising activities;
- Lobbying;
- Reimbursement in support of planning activities or preparation and submission of a grant application in response to the RFA;
- Reimbursement of costs incurred prior to the effective date of the agreement;
- Reimbursement of costs currently covered by another CDPH contract or agreement;
- Reimbursement of costs that are not consistent or allowable according to local and state guidelines or regulations;
- Supplanting existing state or local funds used for tobacco use prevention and reduction efforts;
- Purchase of office equipment.

D. Public Health Significance of Tobacco Use

Tobacco Use and Disease

Tobacco use remains the leading cause of preventable death, disease, and disability in the United States.[1] Between 2005 and 2009, smoking was responsible for more than 480,000 premature deaths annually among Americans 35 years and older.[1]

Each year, smoking is responsible for about 90 percent of lung cancer deaths, 80 percent of chronic pulmonary disease deaths, and 33 percent of deaths due to coronary heart disease and stroke.[1] In California, tobacco-related disease contributes to approximately 40,000 or 16 percent of adult deaths annually.[2, 3]

Direct health care costs attributed to tobacco use in California are $13.29 billion annually, and of this California taxpayers spend $3.58 billion dollars each year to treat smoking-related disease through Medicaid.[2] To put this in perspective, the fiscal year (FY) 2019-2020 budget for CDPH to address public health issues was only $3.4 billion.[4]

In California, fewer adults are smoking cigarettes than ever before; however, California also has the largest number of adults who smoke – 2.8 million, which is more than the population of 23 other states.[5] Eliminating tobacco use would

profoundly improve the health of Californians and considerably reduce health care expenditures.

Tobacco Use in Low Socioeconomic Status Populations

Since CTCP began in 1989, adult smoking prevalence has declined by 59.1 percent from 23.7 percent (1988) to 9.7 percent (2018, weighted to the California population).[5] Disparities remain for cigarette use among groups defined by gender and sexual orientation, race and ethnicity, age, education, income, geography and among those experiencing psychological stress and disabilities.[6] These high-risk groups suffer disproportionately from tobacco-related illnesses and death despite the progress made in reducing adult tobacco use in California. Nearly 57 percent of adult California smokers made a quit attempt in 2018.[7] In 2019, about 68 percent of the more than 19,000 persons seeking help from CSH were Medi-Cal beneficiaries.[8, 9] The tobacco use burden in California remains large with 16 percent of all California deaths attributed to tobacco use,[10] the annual health-related cost of smoking at $13.3 billion, and Medicaid-related health care costs at approximately $3.6 billion.[11]

CSH operates through the Moores Cancer Center, University of California San Diego, and has provided free evidence-based tobacco cessation assistance since 1992. CSH's mission is to provide accessible, effective, and culturally relevant services to people who want to quit tobacco, including e-cigarettes. Services help tobacco users prepare to quit and stay quit. CSH provides smoking and vaping cessation services that include telephone counseling, web chat, an automated text message program, Android and iOS mobile applications to assist clients with quitting smoking and vaping, Ask Alexa skills, and self-help educational materials. CSH services address many of the traditional barriers tobacco users face when seeking help such as language, transportation, childcare, and cost. Telephone services and self-help materials are available in English, Spanish, Mandarin, Cantonese, Korean, and Vietnamese, and CSH has tailored counseling protocols for unique populations such as pregnant women, teens, and those who use chew tobacco.

Quitlines, such as CSH, have historically relied on mass media campaigns to promote their tobacco cessation services to a broad audience because call volume was highly sensitive to such promotion.[12] As smoking has become concentrated in particular populations, the increasing cost of paid advertising and diversification in media channels has prompted CDPH/CTCP to explore more cost-effective and integrated strategies to ensure high risk populations utilize CSH cessation services. Recent work by CSH to reach out to low-income smokers (i.e., Medicaid/Medi-Cal beneficiaries) assessed the use of small financial incentives to increase calls to CSH and to increase engagement in counseling by low-income callers. An incentive of $20 to register and complete a first counseling call and incentives of $10 for follow up calls (for up to 4 calls) were cost effective in generating calls to CSH and led to high engagement in counseling.[13]

California 211 Call Centers handle upwards of 1.5 million calls each year and provide information about resources accessible to county residents, most of whom

are low income. Individuals call for myriad reasons such as housing, healthcare, and assistance with utilities, transportation, and mental health/addictions. Many of these callers are Medi-Cal beneficiaries with tobacco rates much higher than the population at large. 211 Call Centers represent an excellent avenue to recruit tobacco users and their proxies into telephone-based quitline services since the smoking prevalence among their callers is high and, by calling 211, they have shown openness to receiving help over the phone.

The 211 Call Center Tobacco Cessation Referral grants will leverage the existing 211 Call Center infrastructure and provide an opportunity for California to enhance both tobacco quit attempts and quitting among populations that bear the greatest burden of tobacco use/nicotine addiction. Prior to developing this RFA, outreach to 211 Call Centers was done to better understand their operations and to tailor RFA requirements. **Appendix 1:** *Initiative to Prevent & Reduce Tobacco-Related Disparities* provides additional rationale and context for this RFA.

Part II. Funding Opportunity Description

A. Eligibility Criteria

1. **Organizational Type**
   a) Eligible entities are 211 Call Centers located in California. No other entity is allowed to apply for these funds.
   b) Applicants claiming private non-profit status must submit proof of their non-profit status with their proposal. Either certification from the State of California, Office of Secretary of State, or a letter from the Department of Treasury, Internal Revenue Service (IRS) classifying the agency as a non-profit agency is acceptable proof. For examples, see **Appendix 2:** *Sample Non-Profit Status Letter*.
   c) Applicants wishing to submit an application for multiple sites must submit a separate application for each site, and each site must meet the Eligibility Criteria.

2. **Agency Qualifications**
   Applicant agencies must meet these minimum qualifications:
   a) A minimum of two (2) years of experience providing information and referral services to county residents.
   b) Identification of a Program Coordinator who can coordinate the project for the organization.
   c) Any agency that receives funding from or has an affiliation or contractual relationship with a tobacco, electronic cigarette, or cannabis company, any of its subsidiaries, or a parent company, during the term of the grant, is <u>not</u> eligible for funding under this RFA. Acceptance of such funds during the term of the grant is grounds for termination.

3. **Certify No Tobacco Industry Conflict**
   To avoid any real or apparent tobacco, electronic cigarette, or cannabis industry-related conflict of interest on the part of the proposed Awardee or any of its proposed subcontractors, employees, officers, and directors of the Applicant or its proposed subcontractors. Applicant certification to this effect is required (see **Appendix 3:** *Certification of Non-Acceptance of Tobacco Funds*).

B. Agreement Term and Funding Availability

1. **Funding Term**
   a) Up to 15 awards will be made. The term of the Agreement is expected to be 60 months and is anticipated to be March 1, 2021 through February 28, 2026. The Agreement term may change if CDPH/CTCP makes the award earlier than expected or if CDPH/CTCP cannot execute the Agreement in a timely manner due to unforeseen delays.
   b) The resulting Agreement will be of no force or effect until it is signed by both parties and approved by CDPH. The Awardee is cautioned not to commence performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered without State reimbursement.
   c) CDPH/CTCP reserves the right to modify the term of the resulting Agreement via a formal amendment process to modify the SOW or budget based on changes in a rapidly evolving tobacco control environment.

2. **Funding Amount**
   The total funds to be distributed among all Awardees is anticipated to be $13,000,000 for approximately 15 projects for 60 months. The maximum funding awarded for each application is $450,000 to $2,000,000. The grantees are grouped into three (3) funding tiers. See Table 1. *211 Call Centers RFA Fund Tiers*. Table 2. *Maximum Budget Per Fiscal Year* displays the maximum budget per Awardee for each five (5) year term. Grantees will be reimbursed for implementing and satisfactorily completing the prescribed SOW as listed in **Appendix 4:** *Prescribed Scope of Work Activities.* CDPH/CTCP reserves the right to initiate amendments as necessary to redistribute funds between fiscal years to meet the needs of the State. The Awardee should not anticipate that unspent funds will be rolled forward from one fiscal year to the next.

   Fund tiers are based on the number of callers. The fund tiers also incorporate costs for required personnel, fringe benefits, setup costs, and indirect costs. Agencies should select their fund tier based on the number of callers they received in the most recent fiscal year available, FY 18/19 or FY 19/20. A grantee's actual budget is determined by **Appendix 5:** *Budget Cost Sheet*. The amount may not exceed the maximum amount based on the tiers described below.

Table 1. *211 Call Centers RFA Fund Tiers*

Tier	Maximum Award Per 211 Call Center for the entire 5 Year Term
Tier 1 – 1,000-40,000 Callers Per Year	$450,000
Tier 2 – 40,001-100,000 Callers Per Year	$673,000
Tier 3 – Over 100,000 Callers Per Year	$2,000,000

Table 2. *Maximum Budget Per Fiscal Year*

Fiscal Year	Tier 1	Tier 2	Tier 3
FY 20/21	$47,000	$65,000	$145,000
FY 21/22	$86,000	$130,000	$400,000
FY 22/23	$86,000	$130,000	$400,000
FY 23/24	$86,000	$130,000	$400,000
FY 24/25	$86,000	$130,000	$400,000
FY 25/26	$59,000	$88,000	$255,000
TOTAL = Max Amount for five (5) Years	**$450,000**	**$673,000**	**$2,000,000**

3. **Funding Augment**
   a) CDPH/CTCP reserves the right to negotiate additional work with the successful applicant that is consistent with the work components identified in Part III. Program Requirements, should there be a need and additional funding becomes available. Additional funding is contingent upon available revenues, and appropriations by the Legislature and the Governor.

   b) If the decline in Prop 56 and/or Prop 99 revenue is greater than projected by CDPH/CTCP, necessitating a reduction in grant awards, all grants will be equally reduced by a proportional amount (e.g.,10 percent across all grants), except in the case where an Awardee has two or more disapproved progress reports. In that case, a grant may be terminated in lieu of a percentage reduction.

4. **Funding Availability**
   Funding and payment for performance under the resulting grant are dependent upon availability of future appropriations by the State Legislature and the Governor. No legal liability on the part of the State for any payment may arise

under the resulting grant until funds are made available through an annual appropriation in the Budget Act.

5. **Funding Source(s)**
   The source of funding is Prop 56, the *California Healthcare, Research, and Prevention Tobacco Act of 2016* and/or Prop 99, the *Tobacco Tax and Health Protection Act* of 1988.

C. Timeline and Award Schedule

Key dates are presented in Table 3. *Tentative RFA Timeline and Award Schedule*. CDPH/CTCP reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted to the CDPH/CTCP Tobacco Control Funding Opportunities and Resources (TCFOR) website.

Table 3. Tentative RFA Timeline and Award Schedule

Key Action	Date (All Times in Pacific Standard Time)
RFA Release Date	July 16, 2020
OTIS Open for Application Input	July 17, 2020
Informational Webinar	July 23, 2020, 10:00 am – 11:30 am
Last Day to Submit Written Questions	August 14, 2020, 5:00 pm
Responses to Written Questions Posted	August 21, 2020
Mandatory Letter of Intent Due Date	August 28, 2020, 5:00 pm
Applications Due	~~September 10~~ **October 1**, 2020, 5:00 pm
Awards Posted	November 3, 2020
Notice of Intent to Appeal Letter Due	November 10, 2020, 5:00 pm
Final Announcement of Awards	November 12, 2020
Grant Modification Finalization	December 17, 2020
Grant Document Finalization	January 13, 2021
Grant Start Date	March 1, 2021
Grant End Date	February 28, 2026

D. Applicant Questions and Reporting of Errors in the RFA

CDPH/CTCP will accept questions and reporting of errors related to this RFA. Questions may include, but are not limited to, clarification of eligibility, or about the instructions, requirements, or RFA materials. **All Applicants must follow the process below to submit a question. CDPH/CTCP will not respond to questions directed to individual CDPH/CTCP employees.**

Applicants that fail to report a known or suspected problem with this RFA and/or its accompanying materials or fail to seek clarification or correction of the RFA and/or its accompanying materials shall submit an application at their own risk. In addition, if an award is made, the successful Applicant shall not be entitled to additional

compensation for any additional work caused by such a problem, including any ambiguity, conflict, discrepancy, omission, misinterpretation, or error.

1. **How to Submit Questions or Report an Error in this RFA**
   a) Submit questions or errors by email (CTCPCompetitiveGrants@cdph.ca.gov) with the subject line "CTCP RFA CG 20-10282." Oral questions will not be accepted.
   b) CDPH/CTCP will send an email to confirm receipt of written questions. If confirmation is not received, Applicants may resubmit or call (916) 449-5500 prior to the stated deadline to confirm receipt of the questions by CDPH/CTCP.
   c) Submit written questions to CDPH/CTCP by the date specified in Table 3. *Tentative RFA Timeline and Award Schedule*.
   d) Errors in the RFA or its instructions may be reported up to the application submission due date.

2. **What to Include in an Inquiry**
   a) Name of inquirer, name of the organization represented, mailing address, area code and telephone number, and email address.
   b) A description of the subject, concern, or issue in question or RFA discrepancy found.
   c) RFA section, page number and other information useful in identifying the specific problem, concern, or issue in question.
   d) Proposed remedy sought or suggested, if any.

3. **Response by CDPH/CTCP**
   a) CDPH/CTCP reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/CTCP may consolidate and/or paraphrase similar or related inquiries.
   b) Questions and answers received through the process outlined will be published on the TCFOR website on the date identified in Table 3. *Tentative RFA Timeline and Award Schedule*. Written questions submitted prior to the Informational Webinar will be answered as time allows during the Informational Webinar described in Part IV. Application Submission Requirements, B. Informational Webinar.
   c) Oral questions will not be accepted. All questions must be transmitted in written form according to the instructions in the RFA.
   d) CDPH/CTCP may issue an addendum to address errors in the RFA until the application submission deadline. These will be posted on the TCFOR website.

Part III. Program Requirements

A. Scope of Work – Intervention Plan, Evaluation Plan, and Narrative Summary

Applicants are required to use the prescribed activities in the SOW intervention plan and evaluation plan sections. These sections match **Appendix 4:** *Prescribed Scope of Work Activities*. The most competitive applications will be those that:

1. Adhere to the prescribed SOW in **Appendix 4**: *Prescribed Scope of Work Activities.*
2. Provide detailed and descriptive information about the history and services provided by the agency and the experience and background of staff in the Agency Capability, Part 1: Applicant Capability Section (see page 14 for details).
3. Provide detailed information in the Agency Capability, Part 2: Community Assessment Analysis Section, which describes the need for the project (see page 16 for details).

B. Task Based Budget Requirements

1. Applicants are required to use, complete and upload **Appendix 5:** *Budget Cost Sheet* and **Appendix 6:** *Budget Cost Sheet Checklist* into OTIS under the Additional Documents section.
2. Applicants are required to follow the instructions in **Appendix 6:** *Budget Cost Sheet Checklist* when completing the budget.
3. Applicants are required to include the following position in Table 4. *Required Staffing and Minimum Duties* in the budget and budget justification. No other positions should be included in the budget.

Table 4. Required Staffing and Minimum Duties

Staffing	Position	Responsibilities
Required: 10% - 25% Full Time Equivalent (FTE) (may be included in grant request or provided in-kind)	Project Coordinator	This position must be listed as the Primary Tobacco Contact in OTIS, acts as the primary day-to-day point of contact for CTCP communication to the agency. This position is responsible for overall and day-to-day management to implement and evaluate the project; provides oversight of the SOW, budget, progress reports, and invoices; oversees maintenance of required documents for auditing purposes; implements evaluation activities and prepares the Brief Evaluation Report.

4. <u>CTCP Training Requirement</u>: Applicants are required to participate in training and technical assistance that is consistent with the needs of the project and that directly supports SOW activities. The Project Coordinator is required to attend the required training noted in Table 5. Required CTCP Training. No travel is required.

Table 5. Required CTCP Training

Required CTCP Training	FY 20-21

211 Call Center Awardees Kickoff Training (webinar)	**August 2020 (tentative)**

5. Evaluation Requirements:
   a. Applicants are required to participate in overall project evaluation activities conducted by CSH that seek to assess the effectiveness of using 211 Call Centers to recruit and refer tobacco users to CSH who will enroll in cessation services, implementation facilitators and barriers, and the merit of continuing and expanding this intervention. The evaluation may include: providing feedback on training and onboarding materials, participating in a minimum of four key informant interviews regarding implementation and maintenance of the project, participating in an annual survey assessing needs and/or rating satisfaction with participation in CSH referral program project, and providing de-identified demographic data on referrals as requested.
   b. Provide monthly data to CTCP with their invoice using a standardized template documenting referrals to CSH.
   c. Prepare a Brief Evaluation Report that summarizes the main components of the intervention and evaluation findings utilizing the Brief Evaluation Report Checklist found in **Appendix 7:** Tell Your Story: Guidelines for Preparing a Complete, High Quality Final Evaluation Report.

Part IV. Application Submission Requirements

A. Mandatory Non-Binding Letter of Intent

1. **Letter of Intent Requirement**
   Any entity intending to submit an application is required to submit a Letter of Intent (LOI) notifying CDPH/CTCP of its intent to submit an application. See **Appendix 8:** *Mandatory Letter of Intent* for instructions and required information that must be included in the Letter. For your convenience, a sample letter of intent has been provided in **Appendix 8:** *Mandatory Letter of Intent*. Those who do not submit a LOI will not be allowed to submit an application. The LOI is not binding and those submitting a Letter of Intent are not obligated to submit an application.

2. **Submitting a Letter of Intent**
   Complete and upload the signed **Appendix 8:** *Mandatory Letter of Intent* to the TCFOR website by 5:00 p.m. Pacific Standard Time (PST), on the date identified in Table 3. *Tentative RFA Timeline and Award Schedule*. To upload the letter of intent, refer to **Appendix 9:** *Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions*. Letters submitted past the deadline will not be considered. It is strongly advised that applicants submit their Letter of Intent prior to the due date in case technical difficulties are encountered. The electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the applicant of meeting the submission deadline. Letters of Intent will **NOT** be accepted via email, fax, or mail.

For technical assistance with uploading the LOI, call Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468. For technical assistance with developing the LOI, contact Carrie Kirby at (858) 300-1054 or ckirby@ucsd.edu.

B. Informational Webinar

CDPH/CTCP has scheduled an optional Online GoToTraining© Informational Webinar. The RFA Informational Webinar will be held on the date identified in Table 3. *Tentative RFA Timeline and Award Schedule*. Those intending to submit an application are strongly encouraged to participate. The purpose of the Informational Webinar is to provide interested parties with an opportunity to ask questions about the preparation and submission of the application. The Informational Webinar access code is posted on the TCFOR website.

Questions about the RFA must be submitted in writing to CTCPCompetitiveGrants@cdph.ca.gov by the date and time identified in Table 3. *Tentative RFA Timeline and Award Schedule,* or via the chatbox during the webinar. Responses to written questions submitted prior to and during the webinar (through the chatbox) will be answered as time allows following the RFA overview presentation. Written responses to all questions submitted by the deadline will be posted on TCFOR by the date and time identified in Table 3. *Tentative RFA Timeline and Award Schedule.*

C. Application Technical Assistance Resources

CDPH/CTCP funds statewide projects that provide training and technical assistance to current and prospective applicants for tobacco control projects. CSH is the training and technical assistance provider for the 211 Call Center Tobacco Cessation Referral projects. Upon submission of each LOI, CDPH/CTCP will notify CSH that a LOI was submitted and provide CSH with the Applicant agency name and contact information. CSH will contact each Agency that submits a LOI in order to discuss any technical assistance needs related to RFA application development and will follow up to ensure all needs are met for the successful submission of an application.

For technical questions about TCFOR and/or OTIS, please contact the CTCP Knowledge Management Unit representatives Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

D. Application Submission

Applications are to be submitted through OTIS. Applications received after the due date/time **will not be reviewed**. Submission before the deadline date is advised in case of technical difficulties with submitting your application through OTIS. The OTIS electronic time stamp will be used to verify on-time submission. Technical difficulties

will not relieve the applicant of meeting the submission deadline. Please be aware that OTIS includes an electronic submission check system that will prevent submission of an application that does not meet minimum submission requirements (e.g., required form not completed). CDPH/CTCP may not be able to respond to your requests for help on the deadline date.

For technical assistance regarding the use of the TCFOR or OTIS websites contact: Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

Part V. Application Submission Process

A. Description of the Online Tobacco Information System (OTIS)

1. **What is the OTIS?**
   Responses to this RFA shall be submitted through OTIS. OTIS is a secure, passcode protected knowledge management system that is used to submit applications, review and score applications, negotiate the SOW and budget, and submit and approve progress reports. The system is accessible 24 hours per day, seven (7) days per week, and provides access to several reports and a communication system. Applicants and Awardees are required to use OTIS for the submission of their applications, progress reports, and maintaining grant-related communications.

2. **What help is available for using OTIS?**
   a) User Account Instructions: For guidance on how to submit an "Applicant Registration" form and LOI, and create an OTIS "User Account," see the *Application Registration Instructions* found on the TCFOR Overview webpage.
   b) Webinar Training: The Informational Webinar will review the requirements of this RFA; provide information on requesting a "User Account," and how to use OTIS.
   c) Web-based Tutorial: OTIS includes a web-based training tutorial entitled, *Creating Your Application/Plan*. This training explains how to use the system and instructions for completing each of the application components. See **Appendix 10:** *Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan.*
   d) OTIS Page Guides: While working in a plan or application; located on the top right corner is the Page Guide button in red. The OTIS Page Guides provides User Manuals, Training Videos, and Budget downloadable PDFs clarifying how to complete the requested information. Page Guides are quick access information aiding in completing a task without leaving the page you are working on.
   e) Telephone Assistance: Call Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

B. OTIS Application Instructions: Contact Information

COMPLETE THE CONTACT INFORMATION (REQUIRED BUT NOT SCORED)

The purpose of this section is to collect information about the Applicant, the geographic service area of the proposed project, proposed Project Coordinator, agency fiscal contacts, and Official Agency Signatory. Input the requested information into the Contact Information section in OTIS.

1. My Agency: Provide the Applicant's name, phone and fax numbers, physical and mailing addresses, Federal Employer Identification Number, and the health jurisdiction in which the Applicant is located. The 58 counties and three (3) cities of Berkeley, Long Beach, and Pasadena are designated as health jurisdictions.

2. Contact Information: Provide specific contact information for the Project Coordinator, Primary Tobacco Contact (these should be the same person), Agency Fiscal Officer or Day-to-Day Fiscal Contact, and Official Agency Signatory.

C. OTIS Application Instructions: Applicant Capability

AGENCY CAPABILITY

The Agency Capability section is to provide information regarding the Applicant's ability to implement the proposed project and demonstrate their organizational capacity.

PART 1: APPLICANT CAPABILITY SECTION (REQUIRED AND SCORED)

Please respond to each item below in the Agency Capability: Applicant Capability section in OTIS.

1. **Program Experience**
   Sample responses to these prompts are included in **Appendix 11**: *Sample Agency Capability Responses*, to help Applicants understand the information being sought, and to frame responses.

   a) Agency Mission: Briefly describe: 1) the Applicant's mission; 2) how the Applicant's mission is consistent with the goals identified in this RFA and with CTCP's mission; and 3) any previous participation in tobacco cessation referrals to CSH, such as CSH's Project BEST.
   b) Demonstrated Information and Referral Experience: Describe any experience providing information and referrals for community services, including information and/or telephone or website referrals for tobacco cessation and treatment (if applicable). Include the types of referral services provided by the Applicant to the public (e.g., are referrals proactive [linking callers to providers or warm transfers] or solely providing callers with a number to call for quit assistance), the systems employed for making referrals (e.g., software,

secure e-mail, etc.), and if (and to what degree) referral follow-up is provided. Describe the Applicant's information and referral training program for staff and volunteers (if applicable) and how the Applicant ensures quality service standards are achieved.

c) Program Staffing: Describe the educational background and professional experience of the designated Program Coordinator. Note whether this required .10-.25 FTE position will be budgeted in the grant or in-kind. Include the language capabilities of the proposed Program Coordinator, staff and volunteers (if applicable).

2. **Organizational Start Up and Equipment**
   a) Organizational Start Up: Describe the Applicant's capability and resources to begin implementation of activities within two (2) weeks of the grant start date and deliver services related to implementation and management of this project.
   b) Call Center Data Management System and Equipment: Describe the existing data management system(s) used by the Applicant and any specific equipment or software used to perform 211 information and referral services, analyze data and create reports. Include in the description the title of the system(s), and if the system(s) was/were purchased and is/are maintained under contract with an outside entity.

3. **Administrative/Fiscal Experience and Audit History**
   a) Administrative Staffing: Describe the Applicant's current administrative staffing pattern for activities such as contract and grant management, invoicing, and tracking of contractual, administrative, and fiscal controls.
   b) Fiscal and Contract/Grant Compliance: Describe the Applicant's performance within the last two (2) years with the management of government and/or non-government funds and activities, including administrative, fiscal, program, and evaluation functions such as: timely and accurate completion of deliverables; submission of fiscal, program, evaluation documentation; and compliance with government requirements.
   c) Audit History: Describe the Applicant's fiscal and (if any) programmatic audit history within the last two (2) years. Information is to include frequency of the audits, dates of the audits, and a summary of the audit findings. Thoroughly explain any negative audit findings and their resolution. If the Applicant was audited by a governmental agency within the last two (2) years, provide the name of the government agency, the agency's contact person and phone number, the year the audit was conducted, and the audit findings and resolution.
   d) Tax Debtor List Requirements: All Applicants must address the requirements of the Tax Debtor List to meet the requirements of Public Contract Code Section 10295.4. Vendors are ineligible to enter into, or renew any contract with the state for goods or services if a vendor is delinquent on paying state income tax in excess of $100,000 to the California Franchise Tax Board. Prior to submitting a bid or proposal and prior to executing any state contract or renewal of goods or services, a vendor must certify that it is not on the list of

ineligible vendors prohibited from doing business with the State of California. During the bid evaluation, it is the buyer's responsibility to check the list of ineligible vendors to confirm that the Applicant is not on that list. **Follow the instructions in the Additional Documents section of this RFA for required documentation.**

4. **Letters of Reference**

   Applicants must solicit, scan, and upload two (2) letters of reference from two (2) separate entities into OTIS. Letters of reference must be addressed to the Applicant. No more than two (2) letters will be accepted. If the Applicant is currently receiving or has received funding from a governmental agency, other than CDPH/CTCP, within the last two (2) years, one of the references should be from one of these agencies. The additional letter may come from the Local County Health Department or another reference. Do not include letters of reference from the Applicant's parent organization or subcontracting partners. Each letter must be on the reference provider's letterhead and include:

- The address, telephone number, e-mail, name, and title of the letter's author.
- A description of the capacity in which the reference provider worked with the Applicant.
- A description of the Applicant's ability to implement the *Tobacco Cessation Referral Service Project*.
- The Applicant's ability to fulfill the fiduciary and grants management functions.
- The Applicant's ability to establish and maintain positive collaborative relationships with community partners.

PART 2: COMMUNITY ASSESSMENT ANALYSIS SECTION (REQUIRED AND SCORED)

The Community Assessment Analysis is to demonstrate the need for the intervention using information about the catchment area, client base, and services provided.

Please respond to each item below in the Agency Capability, Part 2 Community Assessment Analysis Section in OTIS. Sample responses to these prompts are included in **Appendix 11:** *Sample Agency Capability Responses*, to help Applicants understand the information being sought, and to frame their responses.

1. **Fill in the following:**
   a. This project will primarily address the following priority population of focus: low-income individuals. The number of non-crisis calls handled by this call center during a 12 month period is (insert number of non-crisis calls and the 12 month time period, e.g., FY 18/19 or FY 19/20).
   b. This project will primarily work in the following geographical communities: (identify the county jurisdictions to be served and describe the demographics of the community).

2. **Provide a brief description of the following:**
   a. The Applicant's catchment area(s), and if the Applicant takes calls from other counties, include the names of the counties, a description of the relationship (i.e., whether the Applicant receives calls all of the time or only after hours).
   b. The target population(s) and demographic profile of callers as reflected during State FY 18/19.
   c. Indicate the number of total calls and unduplicated calls received during FY 17/18 and FY 18/19. Identify what percentage of these calls were crisis calls (if applicable).

D. OTIS Application Instructions: Scope of Work – Intervention and Evaluation Plans

SCOPE OF WORK (SOW) – INTERVENTION & EVALUATION PLANS (REQUIRED BUT NOT SCORED)

Applicants are required to use the prescribed SOW intervention and evaluation plans, Appendix 4: *Prescribed Scope of Work Activities*, which are pre-populated in OTIS.

E. OTIS Application Instructions: Budget Requirements

BUDGET REQUIREMENTS (REQUIRED AND SCORED)

Requirements for the pre-populated budget are provided below.

1. Personnel/Staffing: Applicants are required to include a Project Coordinator to fulfill the prescribed SOW listed in **Appendix 4**: *Prescribed Scope of Work Activities*.
2. Start Up Costs: Applicants must include start up costs on the **Appendix 5:** *Budget Cost Sheet*
3. Overall Budget: Grantees are required to complete two documents: **Appendix 5:** *Budget Cost Sheet* and **Appendix 6:** *Budget Cost Sheet Checklist* and upload the documents into OTIS as part of the application process. Applicants must ensure that the total dollar amount for each FY does not exceed the state's maximum amounts allowed in the RFA (see Part II, Funding Opportunity Description, B. Agreement Terms and Funding Availability, 2. Funding Amount, on page 6). Applicants must adhere to the budget requirements provided in **Appendix 6:** *Budget Cost Sheet Checklist.* Grantees will be reimbursed for the services satisfactorily performed based on the SOW; the reimbursement includes all costs on the budget cost sheet throughout the duration of the agreement.

F. OTIS Application Instructions: Additional Documents

ADDITIONAL DOCUMENTS

The purpose of the Additional Documents is to provide the CDPH/CTCP with supplemental information regarding the Applicant. Information concerning Applicant

administrative/collaborative activities, additional tobacco control funds, non-acceptance of Tobacco Company funding, and indirect cost recovery will substantiate the CTCP agreement requirements. Provide the following additional documents as described below. See **Appendix 10:** *Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan*, module "Additional Documents" for more information.

1. Additional Tobacco Control Funding: Funds awarded under this RFA may not be used to duplicate or supplant existing services. If the Applicant agency is receiving funds for any tobacco control efforts whether they are from local, state, federal or private sources, the Applicant is required to describe the funding source, amount of funds, the term of the award, and a description of the activities funded. (Uploaded documentation by applicant) (online form)
2. Certification of Non-Acceptance of Tobacco Company Funding: Complete and upload this form; see **Appendix 3**: *Certification of Non-Acceptance of Tobacco Funds*.
3. Proof of Non-Profit Status: This document is only applicable to non-government non-profit agencies. The Applicant must upload their Proof of Non-Profit Status; see **Appendix 2**: *Sample Non-Profit Status Letter*.
4. Tax Debtor List – *Franchise Tax Board Entity Status Letter:* Generate this letter at the Franchise Tax Board website and upload the letter.

Part VI. Application Selection Process and Criteria

A. About this Section

This section explains how the applications will be reviewed, evaluated, and scored. Each application will be evaluated and scored based on the responses to the information requested in this RFA. By submitting an application, the Applicant agrees that CDPH/CTCP is authorized to verify any information and any references named in the application. Applications received by CDPH/CTCP are subject to the provisions of the "California Public Records Act" (Government Code, Section 6250 et seq.) and are not considered confidential upon completion of the selection process.

B. Application Review Process

STAGE ONE: ADMINISTRATIVE AND COMPLETENESS SCREENING

1. CDPH/CTCP will review applications for on-time submission and compliance with administrative requirements and completeness. The OTIS electronic time stamp will be used to verify on-time submission.
2. A late or incomplete application will be considered non-responsive and will be disqualified and eliminated from further evaluation.
3. Applications submitted from non-eligible entities will not be reviewed.
4. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to rejection of the

application prior to review. For the purpose of administrative screening, required documents include:

- Certification of Non-Acceptance of Tobacco Company Funds
- Proof of Non-Profit Status
- Franchise Tax Board Entity Status Letter

5. CDPH/CTCP may waive any immaterial deviation in an application; however, this waiver shall not excuse an application from full compliance with the grant terms if a grant is awarded.

STAGE TWO: APPLICATION SCORING (100 POINTS)

Each application passing Stage One will be evaluated and scored according to the selection criteria by a review committee on a scale of zero to 100 points. The review committee may include representatives of CDPH, other state agencies, and non-scoring subject matter experts. To be eligible for funding, an application must receive a score of 75 points or more. However, scoring 75 or more does not guarantee funding or funding at the level requested. CDPH/CTCP reserves the right to not fund any of the applications received for this RFA. Funding decisions may also be made to ensure:

- No duplication or overlap of efforts with existing CDPH/CTCP-funded projects.
- Balanced representation of the types of organizations funded.

Table 5. *Maximum Point Value for RFA Sections* describes the maximum point value for each RFA section.

Table 5. Maximum Point Value for RFA Sections

Application Component	Total Point Value
Agency Capability, Part 1: Applicant Capability	50
Agency Capability, Part 2: Community Assessment Analysis	40
Budget Cost Sheet	10
TOTAL	100

STAGE THREE: NOTIFICATION OF DECISION

Each Applicant will be notified in writing of the funding decision. Applicants may receive, upon written request to CDPH/CTCP, a copy of the scoring summary page that provides the score and overall strengths and weaknesses for each application.

STAGE FOUR: GRANT MODIFICATIONS

CDPH/CTCP reserves the right to reject any proposed project or project component(s). Following the award notification, CDPH/CTCP may require

modifications to the application as a condition of the award. Upon completion and approval of application documents, the grant documents will be submitted to CDPH for execution. All grant document modifications must be complete and accepted by December 17, 2020 or CDPH/CTCP may withdraw the grant award. Work may not commence until the grant is fully executed and any work done before the full execution of the grant will be deemed voluntary.

C. Application Selection Criteria

Table 6. *Scoring Criteria and Rating Points* provides the selection criteria and the associated point value that will be used to evaluate and score applications.

Table 6. Scoring Criteria and Rating Points

AGENCY CAPABILITY, PART I: APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
Agency Mission	The Applicant describes their mission and demonstrates that the mission and services provided are consistent with the goals of this RFA, and CTCP's mission. If applicable, the Applicant describes the mission of their parent organization and demonstrates that their parent organizations' mission is consistent with the goals of this RFA and CTCP's mission.	**5**
Demonstrated Information and Referral Experience	The Applicant demonstrates a minimum of two (2) years of experience providing information and referral services to the community, including information and/or referrals for tobacco cessation and treatment (if applicable). The Applicant identifies the types of referral services provided and the methods and systems employed for making referrals, and if referral follow-up is provided by the Applicant.	**10**
Demonstrated Information and Referral Experience	The Applicant describes their existing information and referral training program for staff and volunteers (if applicable) and how the Applicant monitors quality service standards and ensures that these standards are achieved.	**10**
Program Staffing	The Applicant identifies a specific person to serve as Program Coordinator and describes that individual's formal educational background and professional experience and how the position will be supported (by	**5**

AGENCY CAPABILITY, PART I: APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
	the grant or in-kind). Language capabilities of the proposed Program Coordinator, staff and volunteers (if applicable) are described.	
Organizational Start Up and Equipment	The Applicant identifies the capability and resources to begin implementation of activities within two (2) weeks of the grant start date; and deliver services related to implementation and management of this project.	**5**
Call Center Data Management System and Equipment	The Applicant describes the existing data management system(s) and any specific equipment or software used to perform information and referral services, analyze data and create reports. The Applicant identifies the name of the system(s), and describes whether the system is owned and maintained by the Applicant or if it is leased or purchased through a contract or subscription with an external vendor that maintains the system, and describes the extent to which the Applicant is willing to facilitate modifications to the system to collect data on referrals to the California Smokers' Helpline.	**5**
Administrative/Fiscal Experience and Audit History	The Applicant demonstrates an administrative/fiscal staffing pattern and staff that have the appropriate educational background, skills, and experience to satisfactorily manage all aspects of payroll, bookkeeping, invoicing, and other administrative and fiscal controls associated with acceptance and management of government funds. The Applicant also demonstrates at least two (2) years with the management of government and/or non-government funds and activities, including administrative, fiscal, program, and evaluation functions such as: timely and accurate completion of deliverables; submission of fiscal, program, evaluation documentation; and compliance with government requirements. The applicant sufficiently describes their audit history and	**4**

AGENCY CAPABILITY, PART I: APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
	Tax Debtor List compliance as detailed in the Administrative/Fiscal Experience and Audit History section of this RFA.	
Letters of Reference	The Applicant includes with their application two (2) Letters of Reference from separate entities on the reference provider's letterhead that include: • The correct RFA name and number (RFA CG: 20-10282 *211 Call Center Tobacco Cessation Referral Projects*); • The signature of an authorized agency signatory or their official agent; • A description of the Applicant's ability to implement the Tobacco Cessation Referral Project; and • The Applicant's ability to establish and maintain positive collaborative relationships and partnerships. Note: If the Applicant is currently receiving or has received funding from a governmental agency, other than CDPH/CTCP, within the last two (2) years, one (1) of the references is from one (1) of these agencies. Letters of Reference may not be from the Applicant's subcontracting partners or parent organization.	**6**
	SUBTOTAL	**50**

AGENCY CAPABILITY, PART 2: COMMUNITY ASSESSMENT ANALYSIS		
Application Component	**Scoring Criterion**	**Point Value**
Community Assessment Analysis	The number of non-crisis calls handled by the Call Center during a 12 month time period (e.g., FY 18/19) is clearly noted and demonstrates community access. The counties to be served are identified.	**10**
Community Assessment Analysis	The Applicant sufficiently demonstrates the need for the project by clearly defining the catchment area and the demographics of the area(s) to be served.	**10**

AGENCY CAPABILITY, PART 2: COMMUNITY ASSESSMENT ANALYSIS		
Application Component	**Scoring Criterion**	**Point Value**
Community Assessment Analysis	The Applicant sufficiently demonstrates the need for the project by describing any previous efforts to reduce tobacco use or promote tobacco cessation.	**10**
Community Assessment Analysis	The Applicant sufficiently demonstrates the need for the project by describing the overall readiness of the organization to implement the Project, including any organizational assets that may facilitate project success, and identifies any expected barriers to implementation.	**10**
	SUBTOTAL	**40**

BUDGET - BUDGET COST SHEET		
Application Component	**Scoring Criterion**	**Point Value**
Personnel/Staffing	The applicant includes required Project Coordinator at .10-.25 FTE minimum to fulfill the prescribed SOW	**3**
Start Up Costs	Applicant included Start Up costs with clear and reasonable justification on the Budget Cost Sheet	**3**
Overall Budget	Applicant completed **Appendix 5:** *Budget Cost Sheet* and uploaded the document into OTIS as part of the application process. Total dollar amount for each FY does not exceed the state's maximum amounts allowed in the RFA	**4**
	SUBTOTAL	**10**

Part VII. Award Administration Information

A. RFA Defined

The competitive method used for this procurement of services is a RFA. Applications submitted in response to this RFA will be scored and ranked based on the Selection Criteria. Every application must establish in writing the Applicant's ability to perform the RFA tasks.

B. RFA Cancellation and Addendums

If it is in the State's best interest, CDPH/CTCP reserves the right to do any of the following:

- Cancel this RFA;
- Modify this RFA as needed; or,
- Reject any or all applications received in response to this RFA.

If the RFA is modified, the CDPH/CTCP will post an Addendum to the TCFOR website. Applicants are responsible for periodically checking the website for updates and may sign-up for email alerts.

C. Immaterial Defect

At its sole discretion, CDPH/CTCP may waive any immaterial defect or deviation contained in an Applicant's application. CDPH/CTCP's waiver shall in no way modify the application or excuse the successful Applicant from full compliance.

D. Grounds to Reject an Application

An Application shall be rejected if:

1. It is received after the exact date and time set for receipt of applications. The OTIS date stamp will be used to verify on-time submission.
2. It contains false or intentionally misleading statements or references, which do not support an attribute or condition contended by the Applicant.
3. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this RFA.
4. There is a conflict of interest.
5. It contains confidential information.
6. It is not submitted through the OTIS and prepared in the mandatory format described.
7. It does not literally comply or it contains caveats that conflict with the RFA and the variation or deviation is not material, or it is otherwise non-responsive.
8. Applicant has been prohibited from contracting with the following Agencies:
   a) Franchise Tax Board
   b) California Department of Tax and Fee Administration (formerly known as the Board of Equalization)
   c) Department of Fair Employment and Housing
9. Applicant has been suspended or barred from RFA or contracting with the state at the following websites:
   a) Secretary of State
   b) Air & Water Polluters pursuant to GC section 4475-4482
   c) Plastic trash bag content noncompliance
   d) Federal Excluded parties List
10. The Applicant has received a substantive negative contract performance from the State.

E. Notice of Awards

1. Upon successful completion of the review process, CDPH/CTCP will post a notice of intent to award funds on the TCFOR website.
2. Upon written request to CDPH/CTCP, Applicants will receive a summary copy of their review-rating sheet by email.

F. Appeal Process

1. Notice of the proposed award shall be posted on the TCFOR website. If any Applicant, prior to the award of a grant, appeals the award, on the grounds that the Applicant would have been awarded the grant had CDPH/CTCP correctly applied the evaluation standard in the RFA, or if CDPH/CTCP followed the evaluation and scoring methods in the RFA, the grant shall not be awarded until either the appeal has been withdrawn or CDPH has decided the matter. It is suggested that the Applicant submit any appeal by certified or registered mail. Only those submitting an application consistent with the requirements of this RFA and are not awarded a grant may appeal. There is no appeal process for applications that are submitted late, noncompliant, or incomplete. No awarded Applicant may appeal the grant award-funding amount.

2. An Applicant may appeal the award decision. The Applicant must submit a notice of intent to appeal to CTCPCompetitiveGrants@cdph.ca.gov by 5:00 p.m. (PT) on the date listed in Table 3. *Tentative RFA Timeline and Award Schedule*. The Applicant shall then have five (5) calendar days to file a detailed written statement specifying the grounds for the appeal and send the Appeal Letter to:

U.S. Mail	**Courier** (e.g., FedEx)
Maria Ochoa, MPA, Assistant Deputy Director (or designee) Center for Healthy Communities California Department of Public Health MS 7206 P.O. Box 997377 Sacramento, CA 95899-7377 Phone: (916) 449-5500	Maria Ochoa, MPA, Assistant Deputy Director (or designee) Center for Healthy Communities California Department of Public Health MS 7206 1616 Capitol Avenue, Suite 74.516 Sacramento, CA 95814 Phone: (916) 449-5500

3. At the sole discretion of the Assistant Deputy Director or his/her designee, a hearing may be held. The decision of the Assistant Deputy Director or his/her designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding the appeal in writing within fifteen (15) working days of the hearing date or the consideration of the written material submitted, if no hearing is conducted.

4. Upon resolution of any appeal and subsequent award of the grant, The Awardee will be required to complete and submit to the CDPH/CTCP the required documents listed in Part VIII, C. Awardee Required Documents.

G. Disposition of Applications

1. Upon application opening, all documents submitted in response to this RFA will become the property of the State of California, and will be regarded as public records under the California Public Records Act (PRA) (Government Code Section 6250 et seq.) and subject to review by the public.

2. Application packages may be returned only at the Agency's expense, unless such expense is waived by CDPH/CTCP.

H. Inspecting or Obtaining Copies of Application Materials

Persons wishing to view or inspect any application or award related materials must follow the California Public Records Act (CPRA) process.

Part VIII. Important Administrative Details

A. Cost of Developing the Application

The Applicant is responsible for the cost of developing and submitting an application. This cost cannot be charged to the State.

B. Awardee Requirements

The following are required to enter into a fully executed agreement with the CDPH/CTCP:

1. All CDPH/CTCP-funded projects and grants are required to:
   a) Utilize OTIS for grant management.
   b) Obtain and maintain an active Partners account. Partners is a web-based communication system. CDPH/CTCP-funded projects and grants are required to access Partners at least once a week to review weekly updates.
   c) Maintain an active Internet account.

2. The Awardee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTCP no more than once per month. The State has up to 45 days to pay invoices for Awardees that are approved for “prompt payment.” To learn more about the prompt payment program please visit the Department of General Services website.

3. The Awardee shall employ fiscal/administrative staff with the appropriate training and experience to maintain fiscal accountability and track grant funds. Staff shall be knowledgeable of and practice: standard accounting and payroll practices

(including state and federal tax withholding requirements), maintenance of fiscal/administrative records/documents, appropriate tracking and review/approval of expenditures, and other administrative policies and procedures which will maintain the fiscal integrity of the funds awarded to the Awardee.

4. The Awardee should maintain accounting records that reflect actual expenditures including, but not limited to accounting books, ledgers, documents, and payroll records, including signed timesheets, etc., and will follow standard accounting procedures and practices that properly reflect all direct and indirect expenses related to the grant. Prop 56, subsection 30130.56 (a) states that the California State Auditor shall at least biennially conduct an independent financial audit of the state and local agencies who are recipients of Prop 56 funds. As such, The Awardee is to maintain fiscal and program records documenting expenditures and program implementation for three years beyond the date of the final grant payment.

5. The Awardee is required to expend the grant funds to implement the agreed upon **Appendix 4:** *Prescribed Scope of Work Activities* and consistent with **Appendix 5:** *Budget Cost Sheet*, **Appendix 6:** *Budget Cost Sheet Checklist,* and **Appendix 12:** *Local Lead Agency and Competitive Grantee Administrative and Policy Manual.* The Local Lead Agency and Competitive Grantee Policy Manual is also located in OTIS under the Training Tab and User Manual, where users are be able to view and download the latest version of the policy manual as a PDF file.

C. Awardee Required Documents

Upon award of the grant, the Awardee will be required to complete and submit to the awarding agency:

1. The Payee Data Record (STD 204), to determine if the Awardee is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131.
2. All pages of the Contractor Certification Clauses (CCC 04/2017), which is a Department of General Services form.
3. Evidence of commercial general liability insurance.
4. Establish the Headquarters for State Travel Reimbursement for budgeted staff and subcontractors/consultants.
5. Board Resolution – all local government agencies are required to submit a Board Resolution with each grant. Resolutions must be submitted after notice of award and prior to full execution of grant. Resolutions must indicate local government approval of the grant.

D. Standard Payroll and Fiscal Documents

The Awardee shall maintain adequate employee time recording documents (e.g., timesheets, time cards, and payroll schedules) and fiscal documents based on Generally Accepted Accounting Principles (GAAP) on practices, Code of Federal Regulations and OMB Circular Nos. A-21, A-87, A-110, A-122, and A-133. It is the responsibility of the Awardee to adhere to these regulations.

E. Progress Reports

1. The Awardee is required to submit semi-annual progress reports on time, complete, through the OTIS, and in conformance with CTCP instructions.
2. The final progress report is due on the last day of the grant term. The final report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant and is to include all tracking measures including the Brief Evaluation Report.
3. If the Awardee fails to submit timely, complete progress reports documenting satisfactory progress, CDPH/CTCP will withhold payment of invoices and may terminate the grant.

F. Invoices

1. Documentation: The Awardee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by the CTCP. The Awardee shall maintain for review and audit purposes, adequate documentation of all expenses claimed. All invoice detail, fiscal records, or backup documentation shall be prepared in accordance with generally accepted accounting principles. CDPH/CTCP has the right to request documentation at any time to determine an agency's allowable expenses.

2. Submission of Invoices: The Awardee is required to submit invoices no less than once per quarter, no more than once a month. The Awardee must be able to fund up to ***60 days*** of payroll, indirect expenses, and operating costs, as well as expenditures incurred by a subcontractor or consultant prior to reimbursement by the State. The Contractor incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTCP a minimum of no less than once per quarter, no more than once per month, in arrears. The Prompt Payment Act requires the State to properly submit undisputed invoices within 45 calendar days of initial receipt.

G. Dispute Resolution, CDPH Rights, and Grant Termination

1. Resolution of Differences Between RFA and Contract Language:
   If an inconsistency or conflict arises between the terms and conditions appearing in the final grant and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the grant.

2. CDPH Rights:
   In addition to the rights discussed elsewhere in this RFA, CDPH/CTCP reserves the right to do any of the following:
   a) Modify any date or deadline appearing in this RFA.
   b) Issue clarification notices, addenda, alternate RFA instructions, forms, etc. If this RFA is clarified, corrected, or modified, CDPH/CTCP intends to post all clarification notices and/or RFA addenda on CDPH/CTCP TCFOR website.
   c) CDPH/CTCP reserves the right to fund any or none of the applications submitted in response to this RFA. CDPH/CTCP may also waive any immaterial deviation in any application. CDPH/CTCP waiver of any immaterial deviation shall not excuse an application from full compliance with the grant terms if a grant is awarded.
   d) CDPH/CTCP reserves the right to withdraw any award or request modifications to the SOW and/or Budget of any application component(s) as a condition of the grant award.

3. Termination:
   CDPH/CTCP reserves the right to terminate the grant if the application submitted, awarded, negotiated, and approved by CDPH/CTCP as a result of this RFA is not implemented satisfactorily, or if work is not completed by the due dates prescribed in the grant's SOW.

Part IX. References

1. US Department of Health Human Services, *The health consequences of smoking—50 years of progress: A report of the Surgeon General.* Atlanta, GA: US Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014. **17**.
2. Campaign for Tobacco Free Kids. *The Toll of Tobacco in California*. 2020 October 10, 2019]; Available from: https://www.tobaccofreekids.org/problem/toll-us/california.
3. California Department of Public Health. *Calfiornia Community Burden of Disease and Cost Engine*. Deaths by Cause in California 2018 March 16, 2020]; Available from: https://skylab.cdph.ca.gov/communityBurden/.
4. Legislative Analyst Office. *2019-20 Budget: California Spending Plan - Health and Human Services Spending Plan*. Budget and Policy Post October 2019 March 25, 2020]; Available from: https://lao.ca.gov/Publications/Report/4104.
5. California Department of Public Health, *Behavioral Risk Factor Surveillance System, 1988-2018*. 2019: Sacramento, CA; .
6. Vuong, T., et al., *California Tobacco Facts and Figures 2019*. May 2019, California Department of Public Health, California Tobacco Control Program: Sacramento, CA.
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